

JOINT FINANCE COMMITTEE AND BOARD OF SELECTMEN
MEETING MINUTES
UPSTAIRS MEETING ROOM
1 AVENUE A, TURNERS FALLS, MA
WEDNESDAY, FEBRUARY 28, 2018
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The Chair opens the meeting

- Meeting was opened at 6:00 PM in the Upstairs Meeting Room
- **Selectboard Members present:** Richard Kuklewicz and Christopher Boutwell. Michael Nelson was absent.
- **Finance Committee members present:** Michael Naughton, Jen Audley (arrived at 6:13 PM), Richard Widmer, Chris Menegoni, Greg Garrison and John Hanold. Fred Bowman was absent.
- **Others present:** Town Accountant Carolyn Olsen. Town Administrator Steve Ellis was absent.
- The Finance Committee Chair announced that the meeting is being recorded by MCCI and asked if anyone else was recording the meeting. No one else was recording the meeting.

Minutes –

Finance Committee Moved:

To approve the minutes of February 21, 2018.

Vote: 5 In Favor 0 Opposed 0 Abstained

Selectboard Moved:

To approve the minutes of February 21, 2018.

Vote: 2 In Favor 0 Opposed 0 Abstained

Map Storage Article

Ms. Bourbeau was unable to attend tonight's meeting, so Mr. Hanold has provided the following information on the map storage request:

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1. The need for a Map Storage project has been expressed by the Planner, Building Inspector and Town Administrator staffs. There are several “default” locations where maps are now stored in Town Hall.
2. A similar interest has been expressed in the past by the staff at the Water Pollution Control Facility.
3. The need for such a project has been expressed independently during consideration of a possible new Public Works Garage. There are also various “default” storage locations in the current Garage.
4. The possible extension of the King firm’s successful Town Records Storage & Maintenance project has attracted considerable interest, since Town Hall departments are pleased with the supplier’s performance.
5. Town Meeting it could be asked to authorize either a single project or two separate ones in consecutive years, e.g. meeting Town Hall needs in Phase 1 and DPW/WPCF needs in Phase 2.
6. King would be a very acceptable supplier, as an extension of their related Records work. Ms. Bourbeau has received a formal cost estimate of \$15,000 for the Town Hall maps, \$10,000 for the DPW maps and \$5,000 for the WPCF maps. Projects costing more than \$10,000 require the solicitation of three quotes.
7. The annual audit of our current record storage system is around \$1,000 (usually just under the \$1000) and depends on how many new records are acquired that have to be boxed, categorized and then entered into the database. So far, it has taken King Information only one day to complete our audit. They also go through all our stored records and remove all records that are no longer required by law to be stored and can be destroyed, with State permission.
8. Ms. Bourbeau cannot see that the \$1,000 figure would grow any larger due to the map project. The maps will be kept forever. We will only be adding new ones and they will not accumulate anywhere nearly as fast as our town records
9. Regarding any future records management/storage need, our records will be in great shape once the map project is finished. The only project left would be to scan the maps for digital access.

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10. Ms. Bourbeau cannot address the question of priority; that would need to be discussed with the individual departments. Ms. Bourbeau is only acting as the lead on this matter because of her prior involvement with the town records project.

Town Clerk Questions and Answers

1. Are there any plans to try to reduce the number of precincts after the 2020 census?

Ms. Bourbeau would like to do this, but residents were very against not having neighborhood polling places back in 2010. Her thoughts are to discuss this with the Town Administrator. The town does not have a lot of accommodations throughout town to hold elections and the school does not like having elections while school is in session, particularly given the current trends of school shootings. The Hillcrest principal is particularly concerned about this, and the Hillcrest school may not be available for elections in the future.

2. How has the low spending to date in FY2018 contributed to your fairly uniform request in the expense area?

The first part of the fiscal year is usually low spending unless there are fall elections. My spending usually happens the second half of the fiscal year.

Final Revenue Estimates and New Growth Estimates

- Current revenue estimates include a net levy of \$17,216,428 (using \$250,000 as estimated New Growth and \$450,000 for Overlay), net state aid of \$1,649,299 (level funding all Fiscal Year 2018 amounts with the exception of a 2.5% increase in Unrestricted Government Aid) and Estimated Local Receipts of \$1,561,149, of which \$1,410,524 are included in the affordable assessment.
- Ms. Tonelli provided an updated New Growth estimate of \$400,933.
- The Governor's proposed budget provides for net state aid of \$1,674,850, which is \$25,551 higher than the estimate currently in use. The detail of this estimate includes a significant increase in the payment for state owned land (\$191,863, an increase of \$44,429 from Fiscal Year 2018). Given that there is no guarantee of this large increase, Ms. Olsen

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recommends a slight increase of 2.5% to \$151,136. Mr. Naughton feels that the Governor's budget is usually not reduced and is not sure we need to reduce that figure.

Ms. Audley arrived at 6:13 PM.

- Mr. Naughton offered a motion to increase the state owned land estimate to \$170,000. Mr. Kuklewicz and Mr. Hanold prefer to be a little more conservative, noting that if we get more in state aid it will flow through to next year's free cash for use towards the operating budgets. There was no second to Mr. Naughton's motion.
- Free Cash for the operating budgets is currently set at \$150,000, a decrease of \$50,000 from the Fiscal Year 2018 budget.
- While not part of the affordable assessment calculation, it is worth noting that the current budget file also assumes the use of the entire Franklin County Tech School Stabilization Fund to help offset the large increase in total assessment.

Finance Committee Moved:

To approve the following revenue estimates for the Fiscal Year 2019 budget: estimated net levy at \$17,367,361, estimated net state aid at \$1,634,123, estimated local receipts at \$1,561,149 (with \$1,410,524 used towards the affordable assessment), and use of free cash for the operating budget at \$150,000.

Vote: 5 In Favor 1 Opposed 0 Abstained

Selectboard Moved:

To approve the following revenue estimates for the Fiscal Year 2019 budget: estimated net levy at \$17,367,361, estimated net state aid at \$1,634,123, estimated local receipts at \$1,561,149 (with \$1,410,524 used towards the affordable assessment), and use of free cash for the operating budget at \$150,000.

Vote: 2 In Favor 0 Opposed 0 Abstained

Final Fiscal Year 2019 Affordable Assessment Amount

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After adjusting the estimated revenue for the earlier decisions, the Fiscal Year 2019 affordable assessment for the Gill-Montague Regional School District is \$9,811,160, the same amount as requested by the district.

Finance Committee Moved:

To approve a Fiscal Year 2019 affordable assessment for the Gill-Montague Regional School District of \$9,811,160.

Vote: 6 In Favor 0 Opposed 0 Abstained

Selectboard Moved:

To approve a Fiscal Year 2019 affordable assessment for the Gill-Montague Regional School District of \$9,811,160.

Vote: 2 In Favor 0 Opposed 0 Abstained

Topics not anticipated within in the 48 hour posting requirements None

Meeting adjourned at 6:45 PM

List of Documents and Exhibits:

- Minutes of February 21, 2017
- Questions and answers on map storage
- Estimated Fiscal Year 2019 state aid

Next Meeting Dates:

March 7, 2018	Libraries and RiverCulture budgets
March 14, 2018	Recommendation DPW Facility article for the 3-29-18 STM, preliminary budget discussion/recommendations for all warrant items except CIC
March 21, 2018	CIC Recommendations, discussion & recommendations
March 28, 2018	Final budget recommendations and funding sources

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April 4, 2018	Draft FC Report
April 11, 2018	Revise FC Report